

BushBroker[®]

BushBroker process - Landowner

Information sheet No. 3

Expression of Interest - registration

Landowners interested in registering their property on the BushBroker Database can obtain an Expression of Interest form through the Department of Sustainability and Environment (DSE) call centre on 136 186 or visiting www.dse.vic.gov.au. For more information please refer to BushBroker Information Sheet No. 2 - *Frequently asked questions*.

To ensure you clearly mark the location of the areas on your property that you would like to include in BushBroker, as well as the type of Native Vegetation Credit you are interested in generating.

Once your property is registered on the BushBroker Database you will be sent a letter of confirmation and a copy of the details registered. These details will include your contact information, along with an indication of the potential type and estimated number of Native Vegetation Credits that may be generated on your property.

Please check your contact information carefully to ensure it is correct.

The potential type and estimated number of Native Vegetation Credits that may be generated is derived using DSE's native vegetation mapping, which is indicative only. This information will be confirmed by a BushBroker Project Officer following a site visit.

Site visit

Site visits are conducted by BushBroker Project Officers according to the demand for certain types of Native Vegetation Credits, so it may take some time before you are contacted. If there is a demand for the type of Native Vegetation Credit(s) that may be generated on your property, a BushBroker Project Officer will contact you to arrange a site visit.

During the site visit, the BushBroker Project Officer will meet with you on your property to discuss the BushBroker process, gain an overview of your property and conduct an assessment of the site(s). After the site assessment is complete, the BushBroker Project Officer will discuss the

findings and possible management of the site(s) with you. The information collected during the site assessment and the commitments and management actions you agree to will form the basis of your draft BushBroker Management Plan (Management Plan) in schedule 2 of your BushBroker Landowner Agreement (Landowner Agreement). For more information please refer to BushBroker Information Sheet No. 4. - *The site visit*.

Management plan

A BushBroker Project Officer will develop a draft Management Plan in the weeks following the site visit. This plan will detail the management actions you will be required to undertake throughout the 10 year period and the commitments you will have in perpetuity in order to generate and maintain the Native Vegetation Credits on your property.

For more information please refer to BushBroker Information Sheet No. 5. - *Landowner Agreement*.

Confirmed assets

Once you have reviewed the sample BushBroker Landowner Agreement (Landowner Agreement) and are happy with the content of your draft Management Plan, you should advise your BushBroker Project Officer.

The potential Native Vegetation Credits detailed in your Management Plan will then be entered onto the BushBroker Database as Confirmed Assets. This means that you are ready to enter into negotiation with a permit holder.

Native Vegetation Credits

When all parties (landowner, the mortgagee (if applicable) and DSE) have signed the Landowner Agreement, your Confirmed Asset is recorded as a Native Vegetation Credit on the BushBroker Database and the Native Vegetation Credit Register. You must then commence the commitments and management actions for the site(s) detailed in your Management Plan.

Negotiations

When a permit holder is interested in the type of Native Vegetation Credits (or Confirmed Asset) that is recorded in your name on the BushBroker Database, a BushBroker Project Officer will place you in contact with the permit holder. You can then negotiate on a price to allow their name to be recorded against the specific Native Vegetation Credits.

Negotiations (i.e. agreement of a price) are between the landowner and permit holder. BushBroker is not involved in these negotiations. For more information please refer to BushBroker Information Sheet No. 17 – *Developing a price*.

Registering Native Vegetation Credits on the Native Vegetation Credit Register

Once you have agreed on a price, you will need to submit a Credit Agreement Advice form to BushBroker detailing the number, type and total price of Native Vegetation Credits that are to be recorded against the name of the permit holder on the Native Vegetation Credit Register.

A BushBroker Project Officer will then develop a BushBroker Credit Agreement; an agreement between a landowner and the permit holder. It details the obligations of each party as well as the number, type and price of Native Vegetation Credits that are to be recorded against the name of the permit holder. The Secretary of DSE, on behalf of the State of Victoria will receive and hold in trust the price for subsequent progress payments to the landowner, as required by the Landowner Agreement.

The Project Officer will also develop your final Landowner Agreement and forward it along with the BushBroker Credit Agreement for your signature. Once you've signed your Landowner Agreement, you must commence the commitments and management actions for the site(s) detailed in your Management Plan.

Once all BushBroker Agreements have been executed by DSE, your site will be registered on the BushBroker Database and the Native Vegetation Credit Register.

Payment schedule

You will be paid percentages of the total agreed price over 10 years, as per the third schedule in your Landowner Agreement.

After submitting your annual report to BushBroker and having completed all your management actions for the year, you may then invoice DSE for the appropriate amount. For more information please refer to BushBroker Information Sheet No. 18 – *Annual reporting*.

Registering the BushBroker Landowner Agreement on title

Once your Landowner Agreement has been signed, DSE will register it on title on your behalf. This is done under s72 of the *Conservation, Forests and Lands Act 1987*.

Health and safety

You are responsible for ensuring all works required in implementing the management actions are conducted in a safe manner and comply with the lawful requirements of any Authority, and with all Acts, regulations and other laws which may be applicable to the Landowner Agreement.

Further information

For further information on BushBroker, please contact the DSE Customer Service Centre on **136 186** or visit the DSE website at: www.dse.vic.gov.au/nativevegetation. All BushBroker Information Sheets are available on the website.

BushBroker is a registered trademark of the State of Victoria (Department of Sustainability and Environment)
Published by the Victorian Government Department of Sustainability and Environment, Melbourne, September 2009
© The State of Victoria Department of Sustainability and Environment 2009
This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the *Copyright Act 1968*.
Authorised by the Victorian Government, 8 Nicholson Street, East Melbourne
Printed by Stream Solutions
ISBN 978-1-74242-181-0 (print - set)
ISBN 978-1-74242-182-7 (online - set)

For more information contact the DSE Customer Service Centre 136 186

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.